

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

**ADVISORY COUNCIL MEETING**

**Wednesday March 20, 2013 3:30PM**

**555 Fuller**

1. Greeting/Call to Order.
2. Review minutes from February 20, 2013 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim - Audit
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE CAMPAIGN**

**ADVISORY COUNCIL MEETING**

**Wednesday, February 20, 2013**

**555 Fuller**

- 1. Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:30 p.m. Members present: Jack Lynch, Mary Wright, Gloria Soja, Marie Matthews, Bill Crane, Marcia Armstrong, Gary Owen (by phone), Dave Paton and Kirsten Wrzesinski. Contractors present: Tim McCauley and Beki Brandborg. Member excused: Matt Dale and Kathy Miller. Staff excused: Helen Betts.
- 2. Review Minutes from January 16, 2013, Meeting.** Wright pointed out that the numbering of agenda items is incorrect and will be corrected. Crane moved, seconded by Soja, to approve the minutes as corrected. The motion passed.
- 3. Review Meeting Agenda and Advisory Council Members' Schedules for the Upcoming Meetings.** The next meetings are scheduled for March 20, April 17 and May 15.
- 4. Fiscal Agent's Report.** McCauley distributed copies of the 2013-2014 revenue and expense reports with additional columns showing 2012-13 budgeted, 2012-2013 actual and 2013-2014 budget. He also reported that the auditors are now performing their audit of the 2011 campaign. After discussion, Crane moved, seconded by Soja, to approve the \$48,000 operating budget total in the 2013-2014 budget. The motion passed. Matthews moved, seconded by Armstrong, to accept the financial reports. The motion passed.
- 5. Program Contractor's Report.** Brandborg has studied the campaign evaluations and concluded that state employees are not connecting when the campaign is on. In the past, the printed Giving Guide was the physical reminder. After discussion of ways to get a reminder to employees, Paton moved, seconded by Wrzesinski, to appoint Brandborg and Wrzesinski to a subcommittee to develop ideas on this issue.

Brandborg also reported that campaign volunteers often had wrong information or no information. She will try to set up a meeting with Department directors to get them to get volunteers to attend in-person campaign trainings.
- 6. Chairman's Report.** Lynch reported that Governor Bullock has reappointed all incumbent Council members.
- 7. D of A Liaison's Report.** Betts provided a printed report, which Lynch presented to the Council. Because of the amount of D of A employee time involved with the Campaign, the Department's State Payroll office requested a cutoff of December 31 each year for entering employee payroll deduction pledges. The Department supports this request, and suggests including such a provision in our SEGCG Guidelines. Soja moved, seconded by Armstrong, to approve the change. The motion passed.
- 8. Public Comment.** There was no public comment.
- 9. Other Business/Adjourn.** Lynch adjourned the meeting at 4:28 p.m.